

American Citizen Services



Mumbai, India - Spring 2011

Volume I - Issue I

This newsletter is published by the American Citizen Services Unit at the U.S. Consulate General, Mumbai.

Email:

mumbaiacs@state.gov

Website:

<http://mumbai.usconsulate.gov>

Depart of State's Travel Website:

<http://www.travel.state.gov>

Hours:

ACS services are available by appointment only, Monday to Friday from 9:00 a.m. to 12:30 p.m. We are closed on the last Wednesday of every month and on [American and Indian holidays](#).

Phone Inquiries:

(022) 2363-3611 - Monday to Friday between 3:00 p.m. and 4:00 p.m. (ask for American Citizens Services). If calling from the United States call 011-91-22-2363-3611.

After Hours

Emergencies:

(022) 2363-3611 - We are always available to assist with a life-threatening emergency involving a U.S. citizen. Ask for the "duty officer" outside of regular office hours.



Welcome to the ACS Mumbai Newsletter!

We're very pleased to have this newsletter to provide information and updates to American citizens living and traveling in Mumbai's consular district. An estimated 60,000 Americans are in this large area, and it's always a challenge to stay in touch and provide the services and information Americans need here.

You can help us by registering your stay through our STEP program, and by telling American family members, friends, and colleagues about ACS.

In addition to this newsletter and our website information, we occasionally provide passport renewal services in Ahmedabad, Pune, and other cities in our consular district. You will receive a Warden Message when we are in your area. We look forward to meeting you at the U.S. Consulate General in Mumbai, or in your city in 2011.

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Public Information Counter at U.S. Consulate Mumbai Now Closed

The public information counter at the U.S. Consulate Mumbai is closed. All inquiries regarding American Citizen Services should be sent via email to: mumbaiacs@state.gov.

Telephone inquiries regarding American Citizen Services only can be made by calling (022) 2363-3611 between the hours of 3 p.m. and 4 p.m., Monday through Friday.

The American Citizen Services Unit is unable to answer questions regarding visas. This includes immigrant and nonimmigrant visas, questions regarding study or employment in the U.S., as well as matters related to green card holders or Legal Permanent Residence status. All inquiries regarding visas must be made via email to: InfoUSMumbai@vhshelpline.com or by calling the All India VFS Helpdesk at: 0120-6611411.

Upcoming Holidays and Consulate Closings

**April 22, 2011 - Friday
Good Friday**

**May 30, 2011 - Monday
Memorial Day**

**July 4, 2011 - Monday
Independence Day**

*** The Consulate is closed to the public on the last Wednesday of every month.**

**With deep regret, ACS Mumbai announces the passing of our oldest American Citizen in the district:
Ms. Nuvart Mehta
on March 16, 2011
Age: 101 years**

New Passport/Consular Report of Birth Abroad (CRBA) Forms

Passport and CRBA application forms and procedures have recently changed. We are especially excited about the beautiful new CRBA. Enhanced security features and new production make this important document something you will proud to show your children when you tell them about their birth in India. Please remember to ask VFS for a grey envelope for your CRBA and passport return in India, or tell us if you will need the CRBA mailed to you in the U.S. The passport application forms have also changed, and now only one photo is required for your passport renewal.

US Department of State Passport Wizard

The American Citizen Services Unit highly recommends that all passport applicants visit the online Passport Application Wizard at <https://pptform.state.gov/> before your scheduled appointment at the Consulate.

The Wizard will help you determine which form you need (Form DS-11, DS-82, DS-5504 or DS-4085), then helps you to complete the form online, calculate your payment, and generate the form for you to print out. You can bring the completed form in to your appointment. Don't sign it! You will do that in the presence of a consular officer.

If your passport is ever lost or stolen, you can also use the Wizard to print out a Statement Regarding a Lost or Stolen Passport (DS-64).

If you are applying for a minor's passport (under the age of 16) and one or both parents cannot sign the application in person at the Embassy, you can use the Wizard to print out a Statement of Consent (DS-3053).

Don't Forget: Schedule Appointments Online for ACS Services

The Mumbai American Citizen Services Unit has a mandatory online appointment system for all non-emergency services. Appointments must be made to:

-- Obtain a U.S. passport for minors and adults

-- Apply for a Consular Report of Birth Abroad (CRBA), a first U.S. passport for a minor and a Social Security number.

-- Notarize documents to be used in the U.S., including Power of Attorney, legal documents, and certified copies.

-- Add extra pages to a U.S. passport

Please arrive at least 10 minutes before your appointment time to allow time for required security checks.

The appointment link can be found here:

<https://evisaforms.state.gov/acs/default.asp?postcode=BMB&appcode=1>.

Minor Passport Renewal - Plan Ahead

Is your minor child's U.S. passport about to expire? Plan ahead with these important things to remember!

1. Make an appointment online.
2. Bring age-progression photos.
3. Both parents need consent to the issuance of the passport.

For all passport services, you need to **make an appointment** online via our [website](#).

Age-progression photos should show the child over a span of the last 5-6 years. The photos should show your child's face clearly. Group photos or photos with other people are acceptable, so long as the child is clearly identifiable in the photograph.

Two-parent consent: In order to renew a minor's passport, both parents need to be present at the appointment. If one parent cannot be present, that parent must complete [Form DS-3053](#), have the form notarized and provide a copy of the identification used to verify their identity with the notary. In cases where only one parent retains sole custody of the child, documentation such as a court order granting sole custody may be accepted.

For a complete list of required documents and procedures please see our [website](#).

Smart Traveler Enrollment Program - Important Reasons Why Every American Should Enroll

If you are receiving this newsletter than you are probably already enrolled in our "Smart Traveler Enrollment Program" but we want to remind you why it is important to tell family and friends living in or visiting India to enroll. Also, if you have had any new additions to your family, congratulations, and please don't forget to enroll them too!!

Stay Informed. Sign up for our free Smart Traveler Enrollment Program (formerly known as "Travel Registration" or "Registration with Embassies") to receive the latest travel updates and information. When you sign up, you will automatically receive the most current information we compile about the country where you will be traveling or living. You will also receive updates, including Travel Warnings and Travel Alerts about changing events or conditions. You only need to sign up once, and then you can add and delete trips from your account based on your current travel plans.

Stay Connected. By connecting with us on the Smart Traveler Enrollment Program, we will be able to assist you in the case of an emergency, such as a natural disaster, a civil crisis, or a lost passport. For example, after the earthquake in Haiti, we evacuated over 16,700 U.S. citizens. During the civil unrest in Lebanon in 1506, we assisted nearly 15,000 U.S. citizens, and during the terrorist attacks in Mumbai in 1508, we responded to thousands of phone calls from worried family and travelers who were affected by the tragic events.

The travel and contact information you enter into our Smart Traveler Enrollment Program will make it easier for consular officers in U.S. embassies and consulates around the world to contact you and your loved ones during an emergency—including helping family or friends in the U.S. contact you with important news.

Stay Safe. We believe that a well-informed traveler is a safer traveler. Our consular officers around the world compile country-specific information, travel alerts, travel warnings, fact sheets and warden messages to provide you with timely and accurate travel information about every country where you may travel. Before you travel, be sure to review the country-specific information at www.travel.state.gov.

We include reports on possible risks and security threats so that you can make informed decisions about your travel plans and activities. Stay informed by connecting with us via our Smart Traveler Enrollment Program so you can have a safe and enjoyable trip!

Your Privacy Is Paramount

All the personal information you provide to us is protected under the Privacy Act of 1974. This law prohibits us from sharing the information with anyone without your written authorization. Certain exceptions exist, such as when we need to share information on a limited basis in order to protect your safety and welfare in extreme circumstances.

Comments or Ideas?

Is there a particular topic you would like to see covered in the Mumbai ACS newsletter?

Please send us your suggestions and ideas via email to:
mumbaiacs@state.gov

Please include the words "ACS Newsletter" in the subject-line of your email.

We look forward to hearing from you!

Reminder - File Your Taxes

Taxes are due on April 18, 2011. Taxpayers residing overseas are allowed an automatic 2-month extension to file their tax returns -- until June 15, 2011. However, any tax due must be paid by the original return due date (April 18, 2011) to avoid interest charges.

Taxpayers, who are unable to file tax returns by the due date, can request an additional extension to October 17, 2011 by filing [Form 4868](#). However, any payments made after June 15, 2011 are subject to interest charges and other penalties.

For additional tax questions or issues with your tax account, including access to free online tax software, please visit the [IRS website](#).

For in-depth information on filing taxes while living overseas, please see the online version of [Publication 54 - Tax Guide for US Citizens and Resident Aliens Abroad](#).